

Mary Ball Washington Regional Council
GO Virginia Region 6
April 9, 2018
Rappahannock Community College Warsaw Campus

Call to Order	Carlton Revere
Introductions	Carlton Revere
Public Involvement	Carlton Revere
February 12, 2018 Meeting Minutes Approval	Carlton Revere
Financial Report	Kate Gibson
Council Membership Changes Approval	Carlton Revere
Next Project Round Discussion	Carlton Revere
Consultant Contract Approval	
Local Project Application Form Approval	
Project Application Discussion & Determinations	Carlton Revere
Germana Apprenticeship Network	
UMW CISSP Certification	
Virginia Sea Grant Resiliency Planning Grant	
Meeting Schedule	Kate Gibson
Adjournment	Carlton Revere

**MINUTES OF THE MEETING OF THE
MARY BALL WASHINGTON REGIONAL COUNCIL**

February 12, 2018
Bowling Green Town Hall
Bowling Green, Virginia

MEMBERS PRESENT AND VOTING: **Chair** – William Beale, **Vice-Chair** – Carlton Revere, Wally Beauchamp, Elizabeth Crowther, Bruce Davis, Steve Goodall, Lisa Hull, Kim McClellan, Leslye McDade Morrison, Bryan Taliaferro

MEMBERS ABSENT: Lou Belcher, Kent Farmer, Darryl Fisher, Mike Jenkins, Troy Paino, Deirdre Powell-White, Anne Richardson, John Wells

OTHERS IN ATTENDANCE: Jerry Davis, Jason Perry, Liz Povar, Kimberly Young

STAFF: GWRC – Kate Gibson, Tim Ware

CALL TO ORDER:

Mr. Beale called the meeting to order at 11:05 am with a quorum present.

PUBLIC INVOLVEMENT

No members of the public wished to speak.

DECEMBER 11, 2017 MEETING MINUTES APPROVAL

Mr. Davis moved to approve the December 11, 2017 Meeting Minutes, and Mr. Beauchamp seconded the motion. The motion passed unanimously.

FINANCIAL REPORT

Mr. Beale presented the financial report for April-December 2017. Dr. Crowther moved to approve the financial report, and Mr. Taliaferro seconded the motion. The motion passed unanimously.

LEGISLATIVE OUTREACH UPDATE

Mr. Beale updated Regional Council members on legislative outreach efforts. Mr. Beale and Mr. Revere are sending letters to each Region 6 Senator and Delegate. The letter template as well as contact information was included in the meeting packet. Ms. Gibson will send these materials to Regional Council members so that each may reach out to General Assembly members.

PROJECT APPLICATION DISCUSSION & DETERMINATIONS

Mr. Beale updated Regional Council members on the status of the project applications submitted to the State Board, the Westmoreland Flexible Office Space Due Diligence and PamunkeyNet Business

Plan projects. Both projects are recommended for approval at the State Board meeting on February 13, 2018. Mr. Beale, Mr. Revere, Mr. Ware, and Ms. Gibson met with Joe Wilson, the State Board member from Region 6, on February 6, 2018 to brief him on the project applications ahead of the State Board meeting.

Regional Council members then discussed the Welder Training application, which was resubmitted per the determination at the December Regional Council meeting. Mr. Beale asked if anyone from the public wished to comment on the application; no members of the public wished to speak. Mr. Revere, who headed the interview panel, summarized the original interview panel recommendations and presented the updated proposal. After discussion, Ms. McClellan moved to approve the application with the strengthening actions recommended in the updated staff report. Mr. Davis seconded the motion. The motion passed unanimously, with Dr. Crowther and Ms. Hull abstaining.

NEXT PROJECT ROUND DISCUSSION

Ms. Gibson presented a suggested timeline for the next project application round:

- March/April: Brainstorming Sessions
- May 1: Application Posted/Advertised
- May 15: Letters of Interest Due to Regional Council
- May 16-31: Interested Applicants meet with Staff
- July 1: Applications Due to Regional Council
- July 2-15: Staff Review
- July 16-31: Interview Panel Meetings
- August: Regional Council Meeting
- September: Applications Due to DHCD
- October: State Board Meeting

Dr. Crowther moved to approve the timeline as presented, and Mr. Goodall seconded the motion. The motion passed unanimously.

MEETING SCHEDULE

The next meeting of the Regional Council will take place on March 12, 2018. Additional meetings will be scheduled for April, June, August, October, and December 2018.

ADJOURNMENT

Being no further business, the meeting was adjourned at 12:10 pm.

Respectfully submitted,
Kate Gibson, Senior Planner
George Washington Regional Commission

MBWRC Financial Report: April 2017-February 2018

Date: 4/9/2018

Agency Name: Mary Ball Washington Regional Council (Region 6)

Budget Period: Date of Approval - 6/30/2018



	Budget	YTD	Under/Over
A Administration			
Salary & Wages	29,000.00	14,195.90	14,804.10
Fringe Benefits	10,600.00	5,571.35	5,028.65
Other Administrative Costs	21,500.00	11,459.42	10,040.58
Equipment	-	-	-
Total Administration Expenses:	\$ 61,100.00	\$ 31,226.67	\$ 29,873.33
B Direct Planning Expenses:			
Meetings/Training Workshops	7,000.00	2,164.92	4,835.08
Marketing/Outreach	5,000.00	521.68	4,478.32
Consulting/Contract Services			
Growth and Diversification Plan	95,990.00	93,900.00	2,090.00
Type 2 Contract/Consultant	25,000.00	-	25,000.00
Type 3 Contract/Consultant	-	-	-
Type 4 Contract/Consultant	-	-	-
Project Reserves <i>*This shall remain committed to the region for future grant allocations</i>	449,010.00	-	449,010.00
Other <i>Insurance</i>	2,000.00	-	2,000.00
Legal	4,000.00	-	4,000.00
Travel	900.00	1,455.50	(555.50)
Total Direct Planning Expenses:	\$ 588,900.00	\$ 98,042.10	\$ 490,857.90
TOTAL Expenses:	\$ 650,000.00	\$ 129,268.77	\$ 520,731.23

Narrative:

A. Administration

Salary & Wages

Kate Gibson - George Washington Regional Commission(GWRC) - Senior Planner - 33.3% FTE
 Tim Ware - GWRC Executive Director - 6% FTE

Fringe Benefits - 36.81%

Other Administrative Costs - 54.25% These Costs are agency Indirect Costs

B. Direct Planning Expenses

Meetings/Training Workshops -

6 Meetings at \$500 per Meeting - \$3,000
 Board Training - \$4,000 - Subject to be Determined at a later time

Marketing/Outreach during the Growth and Diversity Plan Process- \$5,000

Consulting/ Contract Services

Growth & Diversification Plan - Mangum Economics- \$95,990 (\$86,900 + 10% Contingency)
 Future Consulting Needs \$25,000

C. Other

Insurance - Estimate - \$2,000
 Legal - Estimate \$4,000
 Travel- Estimate \$900



Mary Ball Washington Regional Council New Member Application

Name: **Stephanie Heintz**

Company/Agency: **Consociate Media**

Position: **Founder, CEO and Managing Partner**

Company/Agency Address: **1467 George Washington Memorial Highway, Gloucester Point, VA 23062**

Preferred Telephone: **(757)713-2199 (everything number)**

Preferred E-mail Address: **stephanie@consociatemediacom**

Description of Qualifications/Skills

(Please provide a brief description of why you are interested in serving on the Regional Council; you may include a statement as to what skills, education, knowledge, etc. you feel may contribute to the Council's work.)

In 2011, I founded Consociate Media, a public relations, marketing and communications firm based in Gloucester Point, Va., with the mission to help businesses, organizations, legislative initiatives, localities and causes connect their work to a wider audience using new and traditional media methods. Prior to launching this Middle Peninsula-based firm, I served as a newspaper journalist, media trainer for the Department of Defense and strategic communications consultant for military flag officers based in Hampton Roads.

What our firm has learned and put into practice is that there is a need to bring a transformative approach and creative thinking to growth in today's modern age. That is true not only for businesses, but also economic development initiatives as a whole.

Furthermore, in the time we have been in operation, we have been advised no less than three times to relocate our business operations outside of the Middle Peninsula. The reason people gave us? No one knows where Gloucester is. No one can connect to our physical location and as a result we would potentially be losing out on market share.

We have found the opposite to be true. Rather, what started out as a one woman shop has grown to include four full time employees and several contract support team members, all from the Middle Peninsula.

As a small business owner, and as a Middle Peninsula resident, I would like to apply those same creative approaches to helping the region thrive.

As a communications professional, I believe my expertise in crafting a message, seeing the larger picture and strong desire to grow the region would benefit the regional council. Furthermore, as a millennial (circa 1981, on the border with Gen X), I believe I bring the viewpoints of a demographic that is often underrepresented in economic development activities.

Our experience working with businesses across the country, locally and internationally has afforded us the opportunity to learn what prevents companies from growing, how operations and opportunity can elevate them and what struggles they see from a regional perspective.

From a personal perspective, I am motivated to find solutions. My husband and I have a 7-year-old son. By the time he graduates high school, and decides where his professional life will take him, I hope that his options will at least include opportunity in the region where he is being raised and that the localities in our region have the tax base to support robust school systems, job opportunities and real estate values that will offer him the life he doesn't even realize he'll need in later years. I know that I'm not alone in that wish.

BIOGRAPHICAL INFORMATION

Education

2002 BA Literature from Christopher Newport University

Work Experience

2002-2008 Reporter, Daily Press and Virginian-Pilot
2008-2011 Defense Contractor, U.S. Joint Forces Command
2011-2012 Communications Director, Tidewater Physical Therapy
2011-Present Founder, Consociate Media

Prior Board Service

Gloucester Mathews Free Clinic
Gloucester Main Street Association (currently serving as Vice Chair)
VersAbility Resources
Gloucester Community Foundation
Fairfield Foundation



VIRGINIA INITIATIVE FOR
**GROWTH &
OPPORTUNITY**
IN EACH REGION

Mary Ball Washington Regional Council New Member Application

Name: _____ Kimberly C. Young _____

Company/Agency: _____ University of Mary Washington _____

Position: _____ Executive Director of Continuing & Professional Studies _____

Company/Agency Address: _____ 1301 College Ave, Fredericksburg, VA 22401 _____

Preferred Telephone: (540) 286 - _8076__ Work Home Cell

Preferred E-mail Address: _____ kyoung3@umw.edu _____

Description of Qualifications/Skills

(Please provide a brief description of why you are interested in serving on the Regional Council; you may include a statement as to what skills, education, knowledge, etc. you feel may contribute to the Council's work.)

My role at UMW requires me to interact regionally on behalf of the university and participate in economic development activities as needed. It is Dr. Paino's hope that my role on the regional council of GO Virginia would help to keep UMW connected to the important work of this initiative and keep us engaged as we look for ways to expand our support of the region through education and collaborative efforts.

My experience includes nearly 20 years of marketing strategy, consulting, and educational leadership work with Ernst & Young, Aramark, the University of Missouri—Kansas City, and now UMW. I have worked with Fortune 500 companies such as Coca-Cola Company, Eli Lilly, Sprint, and others on projects to promote growth and create connections with the surrounding communities. While I am new to this area, I was very active on non-profit boards and committees in my former community. As part of my transition to Fredericksburg, I stepped down as chair of the Healthcare Foundation of Greater Kansas City which was a nearly \$500 million foundation charged with creating access to healthcare and health services for the underserved in the region. I also served on the board of the Central Exchange which was an association for the advocacy and education of women in the city. In my work and civic activities, I had extensive experience working with the city of Kansas City, regional councils, EDA's and other organizations to build domestic and international relationships and programming that would benefit our community. My educational background includes an undergraduate degree from Duke University in Public Policy Studies and two Master's degrees from Cornell University—one in business (MBA) and the other in hospitality and tourism (MMH).

I have enjoyed participating in the GOVA meetings as a representative of UMW on behalf of our president and would be honored and delighted if selected to serve in an official capacity.

**STANDARD AGREEMENT
FOR PROFESSIONAL SERVICES**

This AGREEMENT made and entered into this 9th day of April 2018, by and between GEORGE WASHINGTON REGIONAL COMMISSION/MARY BALL WASHINGTON REGIONAL COUNCIL, hereinafter referred to as the “CLIENT” and Community Futures (hereinafter referred to as the “CONSULTANT”) with an office located at 475 Water Street – Unit 209, Portsmouth, VA 23704.

WITNESSETH:

WHEREAS, the CLIENT desires to engage the services of the CONSULTANT to assist in the generation, solicitation, evaluation, and scoring of project ideas and proposals for the calendar year 2018 GO Virginia Region 6 funding round, and the CONSULTANT has signified its willingness to furnish such professional services, to the CLIENT:

NOW THEREFORE, the parties hereto do mutually agree as follows:

Article 1: Scope of CONSULTANT’S Services

The CONSULTANT agrees to perform in a good and professional manner those services outlined in Attachment A, which is attached hereto and incorporated in the AGREEMENT.

Article 2: Information and Services to be Provided by the CLIENT

The completion of the services to be performed by the CONSULTANT under the AGREEMENT is contingent upon the timely receipt from the CLIENT, at no cost to the CONSULTANT, of services, data, and reports which is incorporated in the AGREEMENT.

Article 3: Time of Performance

The services of the CONSULTANT will begin upon receipt of a written Notice to Proceed and will, absent causes beyond the control of the CONSULTANT, be completed 365 days from initial start date.

Article 4: Compensation

A. CONSULTANT’S Compensation

The CONSULTANT shall be compensated for services rendered under this AGREEMENT on a lump sum basis which shall include labor, burden, direct expenses and profit. The total compensation amount shall not exceed \$16,000, and shall be paid in accordance with the CONSULTANT’S cost proposal which is included as Attachment B.

B. Method of Payment

Payment shall be made in response to quarterly invoices and documentation of costs, based on demonstrated progress in completing the Scope of Services delineated in Attachment A. The CLIENT shall issue payment to CONSULTANT within thirty (30) days of receipt of the approved invoice.

Article 5: Additional Work/Changes

Work not specifically described under “Scope of Services” in Attachment A must be approved by supplemental agreement to this AGREEMENT by the CLIENT before it is undertaken by the CONSULTANT. Special cases may arise under this AGREEMENT where a supplemental agreement covering such change cannot be processed and delays to CLIENT would result. Such work in these cases can be authorized by a letter from the CLIENT, to be followed by the supplemental agreement. If the CONSULTANT is of the opinion that any work it has been directed to perform is beyond the scope of this AGREEMENT and constitutes extra work, the CONSULTANT shall promptly notify the CLIENT in writing. In the event the CLIENT does provide extra compensation to the CONSULTANT for doing this work, it shall be on the same basis as covered under “Compensation” and as provided under a written Amendment to this AGREEMENT.

Article 6: Records/Audits

The CONSULTANT shall maintain complete and accurate books, documents, papers, accounting records, and other evidence with respect to allowable costs incurred and manpower expended under this AGREEMENT. All such records shall be maintained on the basis of generally-accepted accounting principles and shall be clearly identified and readily accessible. The CONSULTANT shall provide access during regular business hours to authorized representative of the CLIENT to such data and records, and the right to inspect and audit all data and records of the CONSULTANT relating to its performance under the AGREEMENT.

Article 7: Ownership of Documents

Upon completion or termination of this AGREEMENT, all documents prepared by the CONSULTANT or furnished to the CONSULTANT by the CLIENT shall be delivered to and become the property of the CLIENT. All calculations, plans, specification and other data prepared under this AGREEMENT shall be made available, upon request, to the CLIENT without restriction or limitation on this further use. The CONSULTANT may, at its own expense, have copies made of the documents or any other data it has furnished the CLIENT under this AGREEMENT without restriction or limitation on their further use by the CONSULTANT.

The CONSULTANT shall not be liable for use by the CLIENT of said plans, documents, or other data for any purpose other than for the purpose for which this AGREEMENT has been exhausted.

Article 8: Termination

The CLIENT and the CONSULTANT may terminate the AGREEMENT by written notice to the other party at least Ten (10) days prior to the specified effective date of such termination. In such event, all finished and unfinished documents and work papers prepared by the CONSULTANT under

this AGREEMENT will, at the option of the CLIENT, become the CLIENT's property, and the CONSULTANT will be paid for services satisfactorily rendered up to the date of such termination, plus reasonable termination costs. Neither lost profit nor anticipatory profit will be paid.

Article 9: Excusable Delays

The CONSULTANT will not be in default by reason of any failure in performance of this AGREEMENT in accordance with its terms (including any failure by the CONSULTANT to make progress in the prosecution of the work hereunder which endangers such performance) if such failure arises out of causes beyond the control and without the fault or negligence of the CONSULTANT. Such causes may include, but are not restricted or limited to, acts of God, or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather but in every case the failure to perform must be beyond the control and without the fault or negligence of the CONSULTANT. An excusable delay will permit CONSULTANT an extension of time for such reasonable period as may be mutually agreed upon between the parties.

Article 10: Indemnification

The CONSULTANT shall hold harmless and indemnify the CLIENT, its officers, directors, and employees from and against loses, liabilities, expenses, and costs, including, without limitation, reasonable attorney's fees and costs, that may be based on any injury to persons or property to the extent caused by the negligent performance of services under this AGREEMENT by the CONSULTANT or any person employed by the CONSULTANT.

Article 11: Contingent Fees

The CONSULTANT warrants that is has not employed or retained any company or person, other than a bonafide employee working solely for the CONSULTANT, to solicit or secure this AGREEMENT and that it has not paid or agreed to pay any company or person, other than a bonafide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this AGREEMENT. For breach or violation of this warranty, the CLIENT shall have the right to annul this AGREEMENT without liability.

Article 12: Conflict of Interest

The CONSULTANT certifies that to the best of its knowledge no CLIENT employee or office of any public agency interest in the AGREEMENT has any pecuniary interest in the business of the CONSULTANT and that no person associated with the CONSULTANT has any interest that would conflict in any manner or degree with the performance of the AGREEMENT.

Article 13: Compliance with Laws

The CONSULTANT shall at all times observe and comply with all laws, ordinances, and regulations of the state, federal, county and city governments which may, in any manner, affect the performance of the AGREEMENT.

Article 14: Assignability

The CONSULTANT shall not assign any interest in the AGREEMENT and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the CLIENT; provided, however, that claims for money due or to become due to the CONSULTANT from the CLIENT under this AGREEMENT may be assigned to any commercial bank or other financial institution without such approval.

Article 15: Personnel

All of the services will be performed by the CONSULTANT; and none of the work or services covered by this AGREEMENT will be subcontracted without prior written approval of the CLIENT. The CONSULTANT represents that it has, or will secure at its own expense, all personnel required to carry out and perform the Scope of Services of this AGREEMENT. Such personnel will not be employees of or have any relationship with any of the members of the CLIENT. Such personnel will be fully qualified and will be authorized under state and local law to perform such services.

Article 16: Discrimination

Employment discrimination by the CONSULTANT is prohibited. During the performance of this AGREEMENT, the CONSULTANT agrees (i) to not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause; (ii) in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, will state that such CONSULTANT is an equal opportunity employer; and (iii) all notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

Article 17: Drug-Free Workplace

A drug-free workplace will be maintained by CONSULTANT. During the performance of this AGREEMENT, the CONSULTANT agrees to (i) provide a drug-free workplace for the CONSULTANT 's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT that the CONSULTANT maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

IN WITNESS WHEREOF, the **CLIENT** and the **CONSULTANT** have executed this AGREEMENT on the date and year first above written.

CLIENT:
George Washington Regional
Commission/Mary Ball Washington
Regional Council (GWRC/MBWRC)

CONSULTANT:
Community Futures

SIGNATURES

_____ (Community Futures)

_____ (GWRC/MBWRC)

TYPED NAMES

Neal J. Barber (Community Futures)

_____ (GWRC/MBWRC)

TITLES

President (Community Futures)

_____ (GWRC/MBWRC)

ATTACHMENT A

SCOPE OF SERVICES

Scope of Services – 2018

The following is a proposed scope of work to assist the Mary Ball Washington Regional Council (GO Virginia Region 6) and George Washington Regional Commission (support organization) staff in the generation, solicitation, evaluation and scoring of project ideas and proposals for the calendar year 2018 GO Virginia funding. The following are a listing of consultant services/tasks that have been identified by the support organization staff:

- Identification of potential training topics for the Region 6 Council,
- Facilitating Stakeholder Project Brainstorming meetings,
 - 3 initial meetings (1 in each PDC)
 - 3 follow-up meetings
- Project Application Solicitation and Review Process,
 - Establish scoring system
 - Review and evaluate Letters-of-Intent
 - Meet with applicants during the application preparation process
 - Review and score application that are submitted
 - Prepare draft staff review comments
 - Prepare draft interview questions for the Region 6 Council Interview Panel
 - Participate in the Interview Panel review session(s)
 - Prepare draft summaries of the Interview Panel recommendations
- Attend and advise the Region 6 Council meetings.

The above tasks will be conducted in close consultation with the staff of the support organization, George Washington Regional Commission, and the leadership of the Region 6 Council.

ATTACHMENT B

COST PROPOSAL

Fee Structure: Neal J. Barber, Community Futures, proposes to conduct the above services for a fee of \$16,000. The consultant shall submit requests for payment on a quarterly basis.

Mary Ball Washington Regional Council
GO Virginia Region 6
2018 Projected Amount Available for Projects

FY18 Capacity Building Reserves	\$449,010
FY18 Per Capita Allocation	\$640,182
FY19 Capacity Building Reserves (projected)	\$148,000
FY19 Per Capita Allocation (projected)	\$750,000
Total	\$1,987,192

Projects Awarded Funding	\$100,000
Balance	\$1,887,192

Projects In Pipeline	
Welding Training	\$130,000
Germanna Apprenticeship Network	\$289,200
UMW CISSP Certification	\$107,000
VSG Resiliency Planning Grant	\$49,996
Total In Pipeline	\$576,196
Balance	\$1,310,996

**Mary Ball Washington Regional Council
GO Virginia Region 6
2018 Project Application Timeline**

April 9: Regional Council Approves Timeline and Letter of Intent Template

April 16: Guidelines and Letter of Intent Template Posted/Advertised

April/May: Brainstorming Sessions

June 1: Letters of Intent Due to GWRC

June 4-29: Interested Applicants Meet with Staff

June 11: Regional Council Approves Application Form and Scoring Sheets (if applicable)

June 12: Application Packet Posted/Advertised

August 31: Applications Due to GWRC

September 3-14: Staff Review

September 17-28: Applicants Meet with Interview Panel

October 15: Regional Council Meeting (Applications Considered for Region 6 Approval)

November 9: GWRC Submits Approved Applications to DHCD

December 18: State Board Meeting (Applications Considered for Final Approval)

Mary Ball Washington Regional Council
c/o Kate Gibson, Senior Planner
George Washington Regional Commission
406 Princess Anne Street
Fredericksburg, Virginia 22401
Email: gibson@gwregion.org

June 1, 2018

Regional Council Members:

[Organization Name] is interested in applying for funding through the 2018 GO Virginia Region 6 funding round. Details of the proposed project are included below.

Project Description:

Proposed Partners:

-

Proposed Budget:

GO Virginia Request:	\$
Total Match/Leverage:	\$
Total Project Cost:	\$

Proposed Sources of Match:

-

Project representatives would be available to meet with Region 6 staff to discuss this project further at one of the following times between June 4 and June 15:

-

The point of contact for this project is as follows:

- Name:
- Email:
- Phone:

Germanna Apprenticeship Network Staff Review

Original Application Submitted: 11/17/2017

Application Resubmitted: 3/30/2018

Summary of Revised Application

Germanna Community College (GCC) is requesting a \$289,200 grant to support a \$597,648 project to establish a Department of Apprenticeship (“Apprenticeship Network”) and create 35 apprenticeships over a two-year period (15 in Year 1 and 20 in Year 2). These apprenticeships could be in any of the six Region 6 priority clusters but are expected to primarily be in the Manufacturing cluster. Apprentice wages for the program are as follows: Year 1, \$15/hour; Year 2, \$17/hour; Year 3, \$21/hour; Year 4, \$25/hour; upon completion, \$30/hour. These wages would be above the average wage in the George Washington Region (\$20.68/hour) and Region 6 as a whole (\$19.90/hour) starting in Year 3. Beyond creating high-paying apprenticeships, this project aims to develop an apprenticeship culture in the region that “will enhance the growth of existing companies and also create a network and environment to attract new businesses to locate into the region.”

Project partners include GCC (contributing \$70,010 in in-kind resources), Bay Consortium Workforce Development Board (BCWDB) (contributing \$40,000 in federal, cash match), Spotsylvania County (contributing \$44,952 in local, cash match), Stafford County (contributing \$43,960 in local, cash match), Caroline County (contributing \$9,526 in local, cash match), the City of Fredericksburg (contributing \$50,000 in local, cash match), the City of Fredericksburg Economic Development Authority (contributing \$50,000 in local, cash match), and King George County. The local government match amounts are existing contributions to GCC that are being redirected to this project, which counts as local match per the state’s scoring guidelines.

GCC has pledged to continue the Apprenticeship Network after the GO Virginia grant.

How the Revised Application Responds to Interview Panel Recommendations

Recommendation: The application must have at least one more participating partner that is a locality, political subdivision, or public body corporate and politic. That partner must provide resources supporting the project. The application must document the amount and commitment of those resources.

The revised application indicates that all five localities within the George Washington Region will participate in the project. Spotsylvania County, Stafford County, Caroline County, and the City of Fredericksburg/Fredericksburg Economic Development Authority will contribute resources and provide oversight to the project. King George County will not contribute resources but will provide oversight.

Recommendation: The application needs to indicate that there are non-state resources supporting the project at least equal to the requested Go Virginia funds.

The revised application indicates that partners will contribute a total of \$308,488 in match, which exceeds the required amount of \$289,200. (This is assuming the GCC match is not funded by state-appropriated resources. Staff has asked GCC to confirm this.)

Recommendation: The application must demonstrate that at least 20% or \$50,000, whichever is greater, of the required match is local resources from localities or political subdivisions. Those resources can be in the form of cash, revenue sharing, dedication of locally-owned or controlled assets to the proposed regional project, reallocation of existing funds, in kind contributions, or other local resources.

The revised application indicates that localities will contribute a total of \$198,438 in local match, which exceeds the required amount of \$57,840. The local government match amounts are existing contributions to GCC that are being redirected to this project, which counts as local match per the state's scoring guidelines.

Other Considerations

The application states that "our region is finding it more difficult to fill openings for high-wage, in demand skilled jobs" but does not provide evidence of this.

Staff Recommendation

Staff recommends approval of the project for submission to the State Board with the following conditions:

- GCC confirms that the GCC match is not funded by state-appropriated resources
- GCC revises the project proposal based on feedback from subject matter expert(s) and/or DHCD, if applicable
- GCC submits any additional information and attachments required for the state application
- GCC submits a revised Return on Investment calculation to reflect increasing wages over time and represent a longer period of time
- GCC submits a revised budget that includes the total amount and use of tuition payments (both from BCWDB and employers)

UMW CISSP Certification Staff Review

Original Application Submitted: 11/17/2017

Application Resubmitted: 3/30/2018

Summary of Revised Application

The University of Mary Washington (UMW) is requesting a \$107,000 grant to support a \$213,980 project to provide cyber security certifications (CISSP) to one or two cohorts (40-70 students) over a two-year period. UMW will partner with Rappahannock Community College, who will provide the preliminary online coursework. This project aims to prepare a workforce for currently unfilled positions as well as build “a critical mass of professionals with this expertise... [to] create an environment that is ripe for new business ventures and unlikely collaborations.”

Project partners include UMW (contributing \$8,000 in cash match and \$5,980 in in-kind staff resources), Bay Consortium Workforce Development Board (BCWDB) (contributing \$32,000 in federal, cash match), the City of Fredericksburg (contributing \$7,500 in local, cash match and \$3,000 in local, in-kind marketing), King George County (contributing \$7,500 in local, cash match and \$3,000 in local, in-kind marketing), Stafford County (contributing \$15,000 in local, cash match and \$5,000 in local, in-kind marketing), the UMW Foundation (contributing \$20,000 in private, cash match), and Rappahannock Community College.

How the Revised Application Responds to Interview Panel Recommendations

Recommendation: The application must have at least one more participating partner that is a locality, political subdivision or public body corporate and politic. That partner must provide resources supporting the project. The application must document the amount and commitment of those resources.

The revised application indicates that three localities (King George County, the City of Fredericksburg, and Stafford County) will participate in and provide resources to the project.

Recommendation: The application needs to indicate that there are non-state resources supporting the project at least equal to the requested Go Virginia funds.

The revised application indicates that partners will contribute a total of \$106,980 in match, which is \$20 short of the required amount of \$107,000.

Recommendation: The application must demonstrate that at least 20% or \$50,000, whichever is greater, of the required match is local resources from localities or political subdivisions. Those resources can be in the form of cash, revenue sharing, dedication of locally-owned or controlled assets to the proposed regional project, reallocation of existing funds, in kind contributions, or other local resources.

The revised application indicates that localities will contribute a total of \$41,000 in local match, which is \$9,000 short of the required amount of \$50,000. Additionally, the letters from King George County and the City of Fredericksburg do not document the amounts committed by those localities.

Recommendation: Strengthen the discussion for the need for the proposed training such as the lack of the proposed training in the region, the needs of private sector employers throughout the region for these certified workers, the average wages for workers with the certification in the larger region and the ability for non-degree students to achieve the certification.

The revised application states that this type of certification “is currently not consistently taught in Region 6” and that “the nearest official training facility is in Vienna, Virginia, which is over an hour from all parts of the region.”

The application states that “a qualitative needs analysis was conducted through interviews with Dahlgren NAVSEA, NSWCCD, and a variety of entrepreneurs to validate the need for the CISSP certification specifically, and cyber security programs more generally” but does not go into detail on the private sector employers who have demand for this type of training. The application references current openings at Dahlgren, but the goal of GO Virginia is for the state’s economy to rely less on federal contracts. The application also states that “current openings... are impossible and/or difficult to fill due to an inadequate supply of qualified professionals” but does not provide evidence to support this claim.

The application states that “the national median salary for a CISSP holder was \$90K in 2015.” The application also references position openings at Dahlgren ranging from \$62,000 to \$150,000. These wages are above the average wage in the George Washington Region (\$43,004) and Region 6 as a whole (\$41,392).

The application states that the project would “create the foundation for establishing a Cyber Security Program of degree and non-degree study at UMW” but does not specifically address the ability for non-degree students to achieve the CISSP certification.

Other Considerations

Based on the budget submitted, it appears that at least \$35,106 of the GO Virginia funds would pay for books, online tutorials, meals, exams, and supplies. The State Board has stated that it will not fund “scholarships” due to concerns that the scholarship component would not be sustainable after GO Virginia funds are depleted. These components could be framed as a “stipend”, which may be amenable to the Board. The budget does include \$40,000 from tuition payments, paid by either BCWDB or participants themselves.

The application states that it may support one or two cohorts. Number of participants receiving the certification is not specified under deliverables or metrics.

More information is needed on how the program will self-sustain after the GO Virginia grant.

The budget detail on page 12 does not match the total budget indicated on page 2.

Staff Recommendation

Staff recommends that the Regional Council have the applicant resubmit to meet the above requirements either 1) by May 31 for consideration at the June 11 Regional Council meeting or 2) as part

of the next funding round. Staff also recommends that the applicant work through staff to solicit technical assistance from DHCD to strengthen the project proposal.

Virginia Sea Grant Resiliency Planning Grant Staff Review

Original Application Submitted: 11/17/2017

Application Resubmitted: 3/30/2018

Summary of Revised Application

Virginia Sea Grant (VSG) is requesting a \$49,996 enhanced capacity building grant to support a \$99,992 project to conduct one workshop, two planning meetings, and develop a final report around economic opportunities related to resiliency and water management (“Planning for a Multi-Regional Resilience Workforce Development, R&D, Innovation & Water Management Economy Ecosystem”). The ultimate goal of this planning grant and resulting efforts would be to “better [position] Virginia, and the Middle Peninsula to compete nationally and globally in the water management economy.”

Project partners include VSG (contributing \$44,896 in federal, cash match), Middle Peninsula Planning District Commission (contributing \$1,500 in in-kind staff resources), and Middle Peninsula Alliance (contributing \$3,600 in in-kind staff resources). A variety of other partners would participate in the workshop and planning meetings, including universities, community colleges, planning district commissions, state government agencies, NGOs, industry partners, foundations, General Assembly members, and GO Virginia Regional Council representatives.

As this project does not meet the local match requirement, it would need to be administratively approved by DHCD (see Board Policy #2, attached). This project is eligible for administrative approval, as it is an enhanced capacity building project requesting less than \$100,000 in GO VA funds. Two Region 6 projects, totaling \$100,000 in GO Virginia funds, have been administratively approved this fiscal year; the limit per Region per fiscal year is \$250,000.

How the Revised Application Responds to Interview Panel Concerns

Interview Panel Concerns: While the panel acknowledged the importance of research and business development related to rural coastal resiliency measures there were concerns raised about the level of funding requested for the potential four jobs and one business to be created. A related concern was the uncertainty whether the jobs and business would be located in the region and the sustainability of the project after GO Virginia funding. The panel did express support of the concept of commercialization of resiliency research, but was uncertain that the proposed project was a cost-effective method to achieve that objective.

The revised application requests funds to complete planning activities to determine the most appropriate approach of a larger collaborative project. In February, VSG convened Region 6 and Region 5 stakeholders to discuss the potential for a cross-Regional project, which could apply for statewide competitive GO Virginia funds. This enhanced capacity building grant would allow VSG to map current capacity and programming, identify key gaps and strategies for filling gaps, identify potential partnerships, and begin developing future proposals for funding through GO Virginia and/or other funding streams.

Other Considerations

A large portion of the total project funding will go toward staffing to plan the workshop and planning meetings, conduct between-meeting research, compile preparatory materials, draft meeting notes and agreements, and develop the final report. VSG will need to clearly document staff hours spent on this project in order to draw down grant funds and demonstrate match.

Staff Recommendation

Staff recommends that the Regional Council approve and submit the project for administrative approval by DHCD with the following conditions:

- VSG revises the project proposal based on feedback from subject matter expert(s) and/or DHCD, if applicable
- VSG submits any additional information and attachments required for the administrative approval process



Board Policy #2

TITLE: Administrative Approval Process for Grants under \$100,000 from Regional Per Capita Grant Allocations

EFFECTIVE DATE: 02/13/18

AUTHORITY: § 2.2-2486 - §2.2-2487 of the Code of Virginia

POLICY STATEMENT: It is the policy of the Virginia Growth and Opportunity Board that each Regional Council will have the option to receive administrative approval for up to \$250,000 of its Regional Per Capita grant funds each fiscal year with a limit of \$100,000 per project.

To receive administrative approval, the Regional Council must submit an enhanced capacity building request for administrative approval to DHCD. The request must include the project application approved by the Regional Council, a description of why the project is a priority for the Regional Council, and why it aligns with the Region's Economic Growth and Diversification Plan. The request must also demonstrate at least two participating localities and a 1:1 match. There is not a local match requirement for these projects. GO Virginia staff at DHCD must receive appropriate documentation and give administrative approval to the project before funding can be committed. DHCD will monitor project outcomes determined during contract negotiations. At each Board meeting, staff will present a summary of all administrative approvals granted during the interim between meetings.

APPROVAL AND REVIEW: This Board policy was reviewed and approved on 02/13/2018.

SUPERSESSION: This Board policy is new.

DHCD DIRECTOR: Erik Johnston



REQUEST FOR ADMINISTRATIVE APPROVAL

REGION:

SUPPORT ORGANIZATION:

APPLICATION QUESTIONS:

1. Please list the participating localities (a minimum of 2 is required).
2. Please use the Budget Overview: Sources & Uses Template to provide the project budget and demonstrate that you have the required 1:1 match for the project.
3. Please provide a brief summary of the project.
4. Please describe why this project is a priority for the Regional Council.
5. Please describe how this project aligns with the Region's Economic Growth and Diversification Plan.

REQUIRED ATTACHMENTS:

1. Project Application to Regional Council
2. Letter from Regional Council Chairman stating support of the request
3. Budget Overview: Sources & Uses Template

**Mary Ball Washington Regional Council
GO Virginia Region 6
Upcoming Meetings**

June 11, 2018: 11 AM-1 PM

Bowling Green Town Hall
117 Butler St
Bowling Green, VA 22427

August 13, 2018: 11 AM-1 PM

Rappahannock Community College, Glens Campus
12745 College Drive
Glens, VA 23149

October 15, 2018: 11 AM-1 PM

Rappahannock Community College, Warsaw Campus
52 Campus Drive
Warsaw, VA 22572

December 10, 2018: 11 AM-1 PM

Bowling Green Town Hall
117 Butler St
Bowling Green, VA 22427